

Sullivan County NH

Type of meeting: Board of Commissioners Meeting Minutes
Special FY 08 Budget Review

Date/Time: Wednesday, May 30, 2007; 1 PM

Place: Newport – Remington Woodhull County Complex
14 Main Street; Commissioners Conference Rm.

Attendees: Commissioners Ethel Jarvis – *Chair*, Bennie Nelson – *Vice Chair* and Jeffrey Barrette – *Clerk* (joined via phone later in meeting); Ed Gil de Rubio – *County Manager*; Greg Chanis – *Facilities & Operations Director*; Sharon Johnson-Callum (minute taker).

Other attendees: Aaron Aldridge – *Eagle Times Reporter*; Representative Larry Converse – *State/County Delegate*.

1:10 p.m. The Chair, Commissioner Jarvis, opened the meeting.

AGENDA ITEM NO. 1 SCHEDULE MICHAEL PULLING TENTATIVE DATES

The group decided on Friday, June 15th @ 3 p.m. to schedule for an update from Michael Pulling of HCMA on the Independent/Assisted Care living project.

AGENDA ITEM NO. 2 CONTINUE FY08 BUDGET REVIEW

Mr. Gil de Rubio noted the completed MS42 form was due out before 5/31/07.

Commissioner Jarvis said she spoke to Barbara Robinson, at NH State Department of Revenue Administration, about the MS42 form and requested it be placed on their website – which is on the State's "to do" list. During their conversation, Robinson told her, if they find something that does not fit into a specific line, to type it in at the end of the form. She noted she was unable to get an extension on the deadline.

1:11 p.m. Mr. Aldridge left the meeting.

Mr. Chanis spoke regarding a 1/4/2004 dated estimate from the engineer, discussed heating revisions, and the AC work in the Stearns building. He pointed out the estimate does not include the kitchen, which was done this year. He discussed the amount placed in the capital budget. Mr. Chanis is unsure if the \$325,000 will be sufficient to do all three floors. He noted there would not be too much of a difference on which floor to do first; however, noted the ground floor will be more difficult due to the duct work, ceiling heights and equipment already in the ceiling. Mr. Chanis confirmed the "towers" do not have air-conditioning, just vented units. The group discussed what work to do first. Mr. Chanis guesstimated if they did the work on Stearns I, II, II, and the two rehab rooms, the approximate cost would be \$250,000. Mr. Chanis noted steam venting needs work in the dish room, but other than that, the remodeling with the kitchen has worked out well.

1:36 A motion was made, by Commissioner Nelson, to provide \$250,000 for air conditioning Capital. Commissioner Jarvis seconded the motion [line 42.5502.1096]. There was no discussion. A voice vote was taken. The motion carried unanimously.

Mr. Gil de Rubio recapped the capital FY 08 budget and what the Board changed at a previous meeting. Mr. Chanis confirmed the MacConnell Unit's kitchen is used daily. Per request of the Board, he'll consult with Mr. McPhall and Mr. Wojtkiewicz on the set up issues they conveyed they were having with the steam table and dishwasher. Mr. Gil de Rubio and Mr. Chanis spoke regarding the receptionist's area remodeling project to begin next week, and issue discussed and approved at an earlier meeting. Commissioner Jarvis indicated she wanted to revisit Fund 40. Mr. Gil de Rubio noted all thought that area of the budget was done. Commissioner Jarvis noted she spoke to Commissioner Barrette about reducing the uncollected debts. Ms. Violette pointed out when the write offs were changed twice. Commissioner Jarvis is still unsure of the whole thing. The group discussed uncollectible funds. Commissioner Nelson discussed amounts and indicated Commissioner Barrette was not wedded to the amount, and that it would be conservative to leave it higher.

The group discussed how the DOC food cost was placed on one side, but not the other. Commissioner Jarvis requested that Ms. Violette remove a comment on the spreadsheet.

1:51 A motion was made by, Commissioner Nelson, to increase [10.600.14042] the [DOC] meals line by \$400. Commissioner Jarvis requested all to wait; and discussed the two sides. She referred them to the 5/18/07 entry on the spreadsheet, 10.600.14042, she noted the food was increased for expenses to \$162,864, and asked why they did revenue for a different amount? It was noted that 40.097.05034 [Meals Reimbursement] revenue was based on food and labor cost. Ms. Violette confirmed the note on the \$162,864 is on the revenue line. Commissioner Jarvis again requested to see meals on both sides. They discussed further items on page 17, and the different amounts. Ms. Violette recapped changes, with total at \$27,629,657. There as no second on this motion, so motion failed.

2:05 A motion was made by, by Commissioner Nelson, to ratify the budget. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. Commissioner Nelson voted in favor. Commissioner Jarvis voted "no". Commissioner Barrette was absent, so the vote failed.

Ms. Violette requested direction with the MS42, as it needed to be ratified and post marked by 5/31/07. The group recessed to get Commissioner Barrette on a speakerphone. Mr. Gil de Rubio left the room to seek council from the County Attorney's Office.

2:27 *Commissioner Jeffrey Barrette joined the meeting, back from recess, via speakerphone.*

Mr. Gil de Rubio noted they needed the group to ratify the budget unanimously. He noted he spoke to the County Attorney and Assistant Attorney Bell and that it was above board to do this via conference call.

2:28 A motion was made, by Commissioner Nelson, to ratify Commission Barrette to telephone vote for purpose of the budget. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Mr. Gil de Rubio and the group recapped the changes with Commissioner Barrette:

- ☐ Removed from the Capital account \$75,000 for AC
- ☐ Decreased the DOC food line by \$400 and added revenue to nursing home line
- ☐ New grand total \$27,629,657
- ☐ No changes to "Write Offs" as they decided to leave as is

Commissioner Nelson recapped his conversation with Mr. Chanis. Commissioner Barrette inquired about the AC and how not to make the work cumbersome in the future. The entire group discussed the work, again.

2:35 A motion was made by, Commissioner Barrette, to accept the budget [at \$27,629,657]. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. Commissioner Barrette & Nelson voted in favor. Commissioner Jarvis voted no. The motion carried with the majority.

Commissioner Barrette confirmed he would sign the MS42 form tonight.

2:36 A motion was made, by Commissioner Nelson, to go into Executive Session [Per RSA 91-A:3.II.c.] for a personnel issue. Commissioner Jarvis seconded the motion. There was no discussion. A roll call vote was taken. The motion carried, unanimously.

Commissioner Barrette remained on the phone in speaker mode throughout the Executive Session.

2:37 A motion was made, by Commissioner Nelson, to come out of Executive Session. Commissioner Jarvis seconded the motion. A voice vote was taken. The motion carried, unanimously.

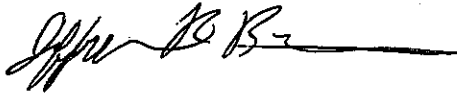
No formal decision was made.

2:38 The conference call was disconnected. Representative Converse returned to the room. Commissioner Jarvis signed the cover sheet of the MS-42 form and returned it to Ms. Violette.

Mr. Gil de Rubio noted to the Board that the Newport Enrichment Team (NET) spreadsheets, reflecting expenses and revenues, were in front of them. He noted NET has approximately \$20,000 revenue remaining, since inception to the end of April 2007.

2:40 A motion was made, by Commissioner Jarvis, to adjourn the meeting. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Respectfully submitted,



Jeffrey Barrette, Clerk
Board of Commissioners

JB/s.j-c.

Date signed: 7/3/07